

HONOURS HANDBOOK

H418, H442

2009

A note of welcome

Welcome to the School of Exercise and Nutrition Sciences Honours program. As the Honours Coordinator, I hope that you will find this year both challenging and rewarding. I look forward to this year and assisting you through the year. If I am not in my office when you call, please leave a message on my voicemail or email me and I will respond as soon as possible.

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Deputy Honours Coordinator

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Those students undertaking their Honours project through the Metabolic Research Unit can contact Dr Nicky Konstantopoulos if they have any queries.

Geelong campus coordinator
Dr Nicky Konstantopoulos
Telephone: (03) 5227 2315
Email: Nicky.konstantopoulos@deakin.edu.au

IMPORTANT DATES FOR THE YEAR

Date	Details
16 February	Orientation P3.15, 10am-1pm. (session will finish at 2.30pm for lab based students)
27 March	Research plan due
10-19 April	Easter vacation/intra trimester break
19 March	Honours group meeting #1 11am–12 pm he 3.002
30 April	Formal oral presentation of research proposal
15 May	Literature review and research proposal due
7 May	Honours group meeting #2 2 pm -3 pm LT8
9 October	Thesis due
TBA	Faculty Fourth Year Research Conference (final oral research presentations)

ORIENTATION PROGRAM

Monday 16 February 2009, P3.15

10 am	Introduction and welcome: Head of School Prof David Crawford, Associate HOS (Research) Prof Caryl Nowson
10.15 am	Presentations on library, IT and student services
11 am	Overview of honours program and administrative matters Honours coordinator Assoc Prof Jill Cook (P3.16)
12 pm	Lunch
1-2.30 pm	Laboratory safety and training for students with lab-based projects. <u>Please keep a record of your current immunisation status for tetanus and Hepatitis B.</u>

Honours Degrees

Course overview

The School of Exercise and Nutrition Sciences, Deakin University, offers the Bachelor of Exercise and Sport Science (Honours) and the Bachelor of Food Science and Nutrition (Honours). The School is part of the Faculty of Health, Medicine, Nursing and Behavioural Sciences and is located on the Burwood and Warnabool Campuses.

The Honours year builds on the foundation of study in content and research methods provided by the three year undergraduate degree in Applied Science. The aim of the fourth or Honours year is to provide appropriate units of study to enable students to qualify for research candidature in a higher degree (MAppSci and PhD) as well as to expand the depth of knowledge in the chosen field of study.

Course aims

The Honours program aims to enable students to:

- assist students to develop conceptual frameworks and methodological procedures for the collection, analysis and interpretation of data;
- produce a thesis which demonstrates evidence of research ability, and written communication skills.
- provide a research qualification to allow entry into higher degrees by research

Course structure

In the Honours programs a candidate must complete the equivalent of eight credit points over one year of full-time study or two years of part-time study. The requirements include an independent research project/thesis worth four credit points conducted under the supervision of a member of the academic staff, a two credit point unit in research methods and a two credit point unit in developing research skills in health sciences. The course is structured in the following way:

Exercise and Sport Science (H442)

Course	Title	Credit points	Trimester
HBS400	Research Methods	2	1
HSE401	Developing Research Skills	2	1
HSE402	Honours Research Project	4	2

Food Science and Nutrition (H418)

Course	Title	Credit points	Trimester
HBS400	Research Methods	2	1
HSE401	Developing Research Skills	2	1
HSN414	Honours Research Project	4	2

Important Information

There is limited space available in R2.23 on the Burwood campus for you to work on your Honours project – this room also contains some lockers for storing non-confidential project related information. However, the number of computers in this room is limited, so it may be advisable to use one of the university computer labs instead. To obtain a door key for R2.23 you need to complete a Key Request form and you will need to pay a \$30 deposit. Door keys must be returned to Facilities Management Services Division after you have submitted your thesis (and you can then get your deposit returned). Locker keys must be returned to SENS Reception (Building J.3) when you submit your thesis.

Honours group meetings are informal gatherings which will provide you with the opportunity to ask questions, raise concerns, and discuss issues with your peers. They are also used to remind you of upcoming deadlines and provide further information to help you with your studies. Attendance at these meetings is not compulsory, it is an opportunity to raise any issues that you have and clarify any aspects of your honours year.

A limited amount of funding support (maximum \$500 per student) is available through the school to further Honours students' training and/or their research. Students are required to lodge an application for funding support. The application form is in this guide and requests must be submitted in hard copy to Juliet Sagar in the School of Exercise and Nutrition Sciences (Building J, Level 3).

Units that form the honours program

1. Research Methods (HBS400)

- 2 credit point unit, trimester 1

Unit Chair

- TBA

See Unit guide for details

2. Developing Research Skills (HSE401)

- 2 credit point unit, trimester 1

Unit Chair

Jill Cook, phone (03) 9244 6040, email: jill.cook@deakin.edu.au

Staff

Dr Michael Spittle, email michael.spittle@deakin.edu.au

Dr Nicky Konstantopoulos, phone (03) 5227 1179 email:
nicky.konstantopoulos@deakin.edu.au

See Unit guide for details

3. Research Project (HSE402, HSN414)

- 4 credit point unit, trimester 2

Unit Chair

Jill Cook, ph: (03) 9244 6040, email: jill.cook@deakin.edu.au

Staff

Dr Michael Spittle, email michael.spittle@deakin.edu.au

Dr Nicky Konstantopoulos, phone (03) 5227 1179 email:
nicky.konstantopoulos@deakin.edu.au

See Unit guide for details

Marking of theses

Each thesis will be sent to two markers within the School and a consensus mark agreed to between the two markers will be the final mark awarded. If a consensus is not possible, the thesis will be sent to a third marker, this mark will be the final mark given for the thesis. In the event that students feel their thesis mark does not reflect the quality of their thesis, students have a right of appeal to the Faculty Academic Progress and Discipline Committee.

Responsibilities of an Honours Candidate

As an Honours Candidate, you are expected to:

- become familiar with the university's regulations governing the course.
- discuss with the supervisor the type of help considered most useful, and keep to an agreed schedule of meetings, which will ensure regular contact.
- take the initiative in raising problems or difficulties and sharing responsibility for seeking solutions.
- maintain the progress of the work in accordance with the stages agreed with the supervisor, including in particular the presentation of any required written material in sufficient time to allow for comments and discussions before proceeding to the next stage.
- discuss the progress towards, and impediments to, maintaining the agreed timetable with the supervisor at regular intervals.
- adopt, at all times, safe working practices relevant to the field of research and adhering to the ethical practices appropriate to the discipline.
- accept the responsibility for producing the final copies of the thesis, its content, and ensuring that it is in accord with the relevant requirements, including the standard of presentation.
- regularly attend the university, participate in school seminars and contribute to academic life within the school

Responsibilities of a Supervisor

Supervisors of honours candidates are expected to:

- Suggest ways that the candidate can make the most effective use of time. This will involve discussing the nature of research with the student and the standard expected for Honours, the choice of research topic, the planning of the research program, and the availability of library resources in the field and bibliographical and technical assistance.
- Encourage close and regular contact with the student and establish at the beginning the basis on which contact will be made. This will facilitate the supervisor's role in advising the student on the pace of progress, ensuring that a reasonable timetable is set to permit the degree to be completed in the appropriate time.
- Monitor carefully the performance of the student relative to the standard required for the degree, and ensure that inadequate progress or work below the standard generally expected is brought to the student's attention. The supervisor should help with developing solutions to problems as they are identified.
- Use the regular meetings with the candidate as the minimum means by which any difficulties and problems discussed with the student during the year are noted, and indicate the action taken or advice given. If the problem is not resolved, the honours coordinator, in the first instance, should be involved.
- Comment on the content and the drafts of the thesis and, at the time of submission, certify that the thesis is properly presented, conforms to the Regulations and is, therefore, *prima facie*, worthy of examination.
- Attend student mid-year and final oral presentations.
- Inform the candidate as soon as possible of any expected absences, and discuss alternative arrangements for supervision during absences.
- Provide constructive comment on up to two drafts of the candidate's literature review and thesis chapters and at least one draft of the complete thesis. The supervisor is expected to anticipate examiners' criticisms and communicate them to the candidate.
- Ensure ethics approval has been obtained for the project and, where necessary, assist the candidate in obtaining ethics approval.
- Ensure OHS and ethics procedures are adhered to by the candidate at all times, and that the candidate undertakes adequate training to adhere to these procedures.
- Be familiar with both the "Code of Good Practice in Supervision" and the "Code of Good Practice in Research" that can be found in The Deakin Guide.

- Complete the 'Honours Research Plan – Supervisor's Feedback' form by 26 March 2009 (this will be provided by 02 March).
- Fulfill other institution-specific obligations regarding supervision.

**SCHOOL OF EXERCISE AND NUTRITION SCIENCES
2009 Application for funding support
Honours Students**

Name: _____ **Student ID number:** _____

Email: _____

Thesis title: _____

Principal supervisor: _____

Funding sought: AUS\$ _____

Date required by: _____

How do you intend to use these funds (list each item separately)?

Please provide a brief justification – describe how the funding will be used to further your Honours training and/or research.

Principal supervisor remarks (Indicate whether you support this request and how important you see this activity in relation to your students Honours training/research):

Signed:

Student: _____

Date: _____

Principal Supervisor: _____

Please submit this application to your Finance and Administrative Officer (Research)

Office use only:

Date received by F&AO: _____

Date received by Research Coordinator: _____

Amount approved: _____

Signed (Research Coordinator): _____

Special Conditions (if any): _____

Date Student & Supervisor notified: _____